

OFFICE OF THE PROVOST

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Faculty manual



Tenure and promotion

Tenure reviews will normally take place during the spring semester of a candidate's sixth credited year regardless of the date of original appointment. Candidates may request to be considered for tenure any time before March 1st of their fifth credited year. However, they are considered only once for tenure. The formal review process will begin with the signed and dated request on the standard tenure review request form from the individual to the Provost to initiate the tenure review. Once signed, this request is irrevocable. Please keep in mind that your school/college and/or department may have an earlier deadline for the tenure review request.

See the Faculty Manual for guidelines on tenure, including recently approved changes and the Form A document.

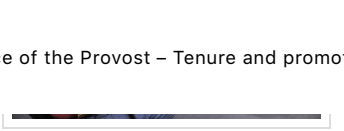
The following is an outline of the requirements for a Tenure Summary Dossier to be submitted to the vice chancellor and provost. Each school and college has its own promotion and tenure criteria, standards and procedures. The purpose of this outline is to indicate all the necessary requirements for submitting a Tenure Summary Dossier. For further ease in assembling your dossier, download the Tenure Summary Dossier Checklist to ensure all items are included in the proper order.

Tenure/Promotion Summary Dossier for Vice Chancellor and Provost
Please assemble the following items in this order:

1. Outline of Professional Experience (Form A)
2. Candidate Statement (Form A)
3. Committee and department (if applicable) recommendations, votes and analysis, including:
   A. Departmental evaluative summary about the quality and quantity of (1) the candidate's *scholarly production*, including specific comments about refereed publications that include (for monographs) the suitability of the press, how well known in the field and (for journals) rating in the field and acceptance rate; and the work's impact on the field; and/or (2) *creative work* produced and the quality and suitability of the venues in which the work is presented and the impact on the audience and genre of production; and/or (3) *public scholarship and engagement projects*, including

Faculty recognition programs

- Meredith Professorship for Teaching Excellence
- Teaching Recognition Award
- Chancellor's Citation for Excellence
- United Methodist Scholar-Teacher of the Year Award
- Judith Seinfeld Distinguished Fellows Program



The Faculty Manual provides information on the mission and vision of Syracuse University, policies governing the faculty, and the rights and responsibilities of the faculty of Syracuse University.

Promotion guidance

- Principles and General Guidelines for Promotion Decisions
- Revised Faculty Manual sections 2.2-2.38
- Promotion policy and process FAQ
- Narrative-Changes in promotion process

comments on the project's significance, and its impact on the publics, communities, industries or other partners or audiences.

   B. Departmental evaluative summary about the quality and quantity of *teaching and other instructional contributions*, include effectiveness of classroom teaching, course/curriculum development, and advising.
   C. Departmental evaluative summary about the quality and quantity of *service* to the department, school/college, the University, the profession, or the public.
   D. For promotion to full professor, evidence of significant accomplishment and impact.
4. Copies of 5 – 7 outside letters of review solicited and
   A. List of all names solicited with information that describes the person and the qualifications that make him/her especially appropriate as a reference. Include the reason(s) given for a solicited reviewer declining.
   B. Copies of solicitation letter(s).
5. School/College evaluative recommendations, votes and analysis (see above).
6. Dean's analysis and recommendation.

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